



Department
for Education

School-led tutoring year-end statement guidance

**For schools, academies and independent
special schools**

June 2022

Contents

Summary	3
Expiry or review date	3
Who is this publication for?	3
School-Led Tutoring and the Year-End Statement	4
When do I need to complete the Year-End Statement by?	4
Completing your form	5
Precursor Question	5
Question 1	5
Question 2	6
Question 3	6
Declaration	7
Q&A	8
Examples	11

Summary

This publication has been produced to support the completion of the Year-End Statement for the School-Led Tutoring (SLT) grant. All schools that received SLT funding are required to submit this form by 16 September 2022, once they have completed their SLT provision for the academic year 2021 to 22. This includes schools that chose not to use the grant.

Where the grant has not been fully used or not used at all, the Education and Skills Funding Agency (ESFA) will recover this amount as an overpayment.

Schools are advised to read this guidance in full prior to completing the form.

Expiry or review date

This guidance will be reviewed before June 2023.

Who is this publication for?

This form is for schools, academies and independent special schools (ISSs) only. There is a separate form for Local Authorities and Virtual School Heads.

School-Led Tutoring and the Year-End Statement

SLT is tuition that has been delivered by schools or Local authorities (LAs) to support disadvantaged and vulnerable students in years 1-11. Education providers can use the grant funding to employ their own staff (teachers/teaching assistants) for tuition or sourced external tutors (e.g. using a retired teacher). Schools have received funding allocations for around 76% of pupils eligible for pupil premium. School level allocations can be found here: [\(link\)](#)

It is important to note that SLT funding cannot be used to pay for tuition delivered by Academic Mentors (AMs) or Tuition Partners (TPs) booked through Randstad.

As per the conditions of grant, this form is a mandatory return. It will determine school/academy level expenditure of the SLT grant and enable the ESFA to calculate whether some or all of the grant needs to be recovered. Any overpayment will be recovered by the ESFA. We expect this to take place in December.

When do I need to complete the Year-End Statement by?

You must complete the Year-End Statement by 16 September 2022.

You should only complete once your school has delivered all SLT for the academic year 2021 to 22. The final date for completion of SLT is 31 August 2022. If your school is not providing SLT over the summer holidays, then we strongly recommend that you complete the Year-End Statement by the end of July.

If your school does not submit the Year-End Statement, we will understand that as admission that you have not carried out any SLT and we will recover your full allocation as an overpayment.

Completing your form

Before you start, make sure that you have read this guidance document and have the following information available to you:

- The total amount of money you have spent on SLT (this should be the **combined total of any funding** you have spent on SLT combined with the money you have spent from the SLT grant). If you have received allocations for both mainstream and specialist pupils you will need two figures.
- The number of hours of SLT that your school has delivered.
- The number of pupils who have received SLT tuition.
- You should not include tuition that is already a part of a pupil's Education, Health and Care Plan. The SLT should be tutoring in addition to this.
- You **should not include** any information here that relates to tuition delivered or money spent on AMs or TPs if organised through the Tuition Hub.

Remember that the SLT [tracker and calculator tool](#) is available to support with completing the Year-End Statement accurately.

Once the Year-End Statement has been submitted, the ESFA will calculate whether there is an overpayment. Schools do not have to complete that calculation.

Precursor Question

Once you login and access the form you will be asked:

Have you used some or all of the School-Led Tutoring grant to deliver School-Led tuition?

Tick the Yes box if you have used some or all of your SLT grant funding to deliver School-Led Tuition. Tick the No box if you have not used any of the grant.

By ticking the No box **you are agreeing to the ESFA recovering the full grant allocation** you received in 2021 to 22.

Question 1

How much has your school spent on School-Led Tutoring (SLT) in the academic year 2021 to 22?

A) Mainstream pupils

B) Pupils in special schools, alternative provision, or a SEND unit

- The figure should represent the full cost of SLT tuition, including the DfE subsidy element and your school's contribution.
- You do not need to identify different sources of funding.
- A total figure should be provided for mainstream provision and a total figure should be provided for special rate provision, if you have received allocations for both mainstream and specialist placements. If you have not received both allocations simply include '0' in the box you do not need to complete.

Question 2

How many hours of tutoring did your school fund using the School-Led Tutoring grant in the academic year 2021 to 22?

A) Mainstream pupils

B) Pupils in special schools, alternative provision, or a SEN unit

- This figure should be the **total of all hours funded** by the SLT grant.
- This figure should reflect only the tutoring hours funded by the spend stated in your response to question 1.
- A total figure should be provided for mainstream hours and a total figure should be provided for non-mainstream hours.
- Please enter this as the number of pupil hours. If tutoring has been delivered in a small group, count **one hour for each pupil**. For example, if a tutor has delivered one hour of tutoring to a group of three pupils, please count this as three hours.
- If you have not received allocations for both mainstream and non-mainstream provision and you do not need to split your answers, simply include '0' in the box you do not need to complete.

Question 3

How many pupils in your school have received tuition through the School-Led Tutoring grant in the academic year 2021 to 22?

- In order to answer this question, you will need to identify the number of pupils in years 1-11 that have received tutoring since September 2021 subsidised by the SLT grant.
- This figure should include both mainstream and SEND provision.
- **Only count each pupil once**, irrespective of the number of hours they have received.

Declaration

Lastly, you will be asked to make a declaration. To do this, you must have the authority to complete the form and ensure that all of the data provided is accurate.

I confirm that:

- the details I have provided are correct to the best of my knowledge.
- I have the authority to submit this on behalf of my school/ academy trust.
- the details provided relate only to the school-led tutoring grant funding in accordance with the guidance published by the DfE and ESFA.
- the school-led tutoring grant funding has been spent according to the conditions of grant.

Q&A

How does the calculator and tracker tool help to complete the Year-End Statement?

The [tracker and calculator tool](#) is a key tool that can be used to help complete the Year-End Statement, even if you have not been using it all year. The calculations that the tool completes will provide the answers to the question in the Year-End Statement on SLT spend as long as you have the information on the number of pupils and number hours of SLT delivered.

Should I include tuition provided by Tuition Partners or by Academic Mentors?

No, you should only include information in the Year-End Statement that pertains to **tutoring hours that have been funded by SLT funding**. You should not include tutoring provided by Academic Mentors or Tuition Partners arranged through Randstad via the Tuition Hub or any other tutoring not subsidised by the SLT grant.

If you have sourced tutoring provision directly from a Tuition Partner (not booked via the Tuition Hub) to deliver SLT then you must include this in your return.

Why do I need to split some answers in mainstream and special provision?

Only a small number of schools will need to split some of their answers. The schools that need to do this are those who have received an allocation to support mainstream pupils as well as an allocation to support non-mainstream pupils.

If you have not received allocations for both mainstream and non-mainstream provision then you do not need to split your answers. Simply include '0' in the box you do not need to complete.

Does the information we provided in the School Census align with the information we are providing in the Year-End Statement?

All schools complete the School Census at various points during the academic year. There are three questions that relate to the NTP on the census to help support with delivery of the programme.

The purpose of the Year-End Statement is to determine the final expenditure of the SLT grant by schools and a final declaration of the amount of tutoring provided in the academic year 2021-22.

Both forms should reflect the amount of school led tutoring carried out by the school who has received it and how many hours have been delivered. The difference between the Census and Year End form will be that the Census captures data up until May, whereas the Year-End Statement will reflect all the tutoring carried out over the course of the year.

We are able to, and may review and compare these two data returns. We may then wish to discuss that with you if we find any discrepancies or as a part of the ESFA auditing process.

Schools were informed of an original amount of funding in September 2021 but were then provided with additional funding in April and May 2022– which amount does the Year-End Statement relate to?

The additional SLT funding was given to schools to deliver tuition within the academic year 2021 to 22. Schools have now received SLT funding for around 76% of Pupil Premium pupils in years 1-11. The Year-End Statement relates to the total allocation including the additional funding provided in May 2022.

School-level allocations can be found [here](#).

What happens if I haven't spent all of my SLT allocation?

In cases where schools have not used some or all of their SLT allocation, this will be treated as an overpayment. This is because the grant is ring-fenced for School-Led Tutoring use only. We will offset any overpayment against future payments.

You should provide an accurate return of your expenditure whether or not your school has used all the SLT-funding.

What happens if I arranged a tutoring session but had to cancel it and was charged? Do we record cancelled sessions, that we have been charged for, in the Year-End Statement?

Where a tutoring session has been cancelled and charged for by an external tutor or tutoring organisation, you can include this in your return. This should only include sessions that were cancelled outside of the reasonable notice period which should have been outlined in the contract between the school and the tuition provider. Generally 24 hours notice is deemed reasonable.

How do I record pupils numbers if I swapped pupils part way through a course of tuition?

You need to record the total number of students who have received SLT. If pupils were swapped during a course of tuition they should all be recorded as having received SLT.

What if a pupil is dual-rolled? Which organisation should return information for that pupil?

The organisation that has funded the SLT tutoring should return information for dual-rolled pupils in their Year-End Statement.

How will you calculate whether any funding will be recovered from our school?

We use the data from the Year-End Statement to calculate the total amount of overpayment and, if necessary, recover this, where a school has:

- funded less than a school's anticipated hours of tuition
- delivered the expected hours of tuition below the £18 average

We will not recover any money if a school has:

- delivered the expected hours of tuition at the average £18 rate
- delivered above the expected hours of tuition below the average £18 rate, providing that the total funding allocation has been spent on tuition.

The ESFA calculates this overpayment by finding an average hourly cost using the total amount spent divided by the number of hours delivered. If this average is £18 per hour or above £18 per hour, we fund £13.50 for each hour delivered. If the average is below £18, in academic year 21-22 we only fund 75% of the average total cost up to a school's allocation. We calculate this by multiplying the average hourly cost by the total number of hours delivered.

For students/ education providers that receive the higher rate of funding of £47 per hour, the same calculation applies except for the amount that the department will fund, which is £32.25.

What happens after the Year-End Statement is submitted?

Once the Year-End statement has been submitted, the ESFA will calculate whether there is an overpayment. This is done by finding an average hourly cost using the total amount spent divided by the number of hours delivered. The ESFA will then offset any underspend against future payments. We expect that this process will take place in the December payment.

What happens if my school doesn't submit the Year-End Statement by the deadline?

If your school does not submit the Year-End Statement either deliberately or by missing the deadline, we will understand that as an admission that you have not carried out any SLT and we will recover your full allocation as an overpayment.

It is not possible to submit any data after the deadline.

How do we identify the different forms of funding we have used to pay for the school contribution to SLT?

You don't. We do not need to know the different funding sources that you have used to pay for SLT. All we need is the total amount that you have spent.

Examples

The following examples show how overpayment is calculated in different scenarios. To support with calculating answers for the Year-End Statement, please use the [tracker and calculator tool](#):

Example A:

School A received funding for 38, 15-hour packages of tuition which is expected to cost £10,260. The DfE provides £7,695 (75%) in advance payments across the academic year and School A should contribute £2,565 (25%). This is expected to fund 570 hours of tuition.

In its Year-End Statement in July 2022, School A indicates it has delivered 400 hours of tuition at the average rate of £18 per hour to a total of 27 pupils. This is below the number of expected hours of tuition, but at the expected hourly rate. Using the Year-End Statement, the DfE have calculated that it has overpaid the School A by £2295. This is the DfE's hourly contribution (£13.50) of 170 hours of undelivered tuition.

Completing the Year-End Statement – School A:

School A would need to answer the questions in the following ways:

- 1) How much has your school spent on School-Led Tutoring (SLT) in the academic year 2021 to 22?*

Answer for mainstream funded tuition: £7200

Answer for specialist funded tuition: £0

No funding was provided at the specialist rate so they would add '£0' to the specialist provision box.

- 2) How many hours of tutoring did your school fund using the School-Led Tutoring grant in the academic year 2021 to 22?*

Answer for mainstream funded tuition: 400

Answer for specialist funded tuition: £0

No funding was provided at the specialist rate so they would add '0' to the specialist provision box.

3) *How many pupils in your school have received tuition through the School-Led Tutoring grant in the academic year 2021 to 22?*

Answer: 27

Example B:

School B has 100 pupils eligible for pupil premium. It receives funding towards 76 packages of tuition which is expected to cost £20,520. DfE provides £15,390 in advance payments across the academic year and the school contributes £5,130. This is expected to fund 1,140 hours of tuition.

In their Year-End Statement in July 2022, School B indicates it has delivered all 1,140 hours of tuition at a cost of £16 per hour. This is below the funded average hourly cost of tuition. The Department will fund £12 of the £16 average hourly cost. That is, 75% of the average hourly cost.

The Department recovers £1,710 from School B. This is because School B did not spend its full allocation from DfE as it delivered tuition at a lower cost per hour. It could have chosen to spend the saving on additional tutoring hours, until it had spent its full allocation. In this case, DfE would have funded a maximum of 75% of any additional tuition, up to £13.50 per hour (up to the total allocation amount), and the school would have been expected to fund a minimum of 25%.

Completing the Year-End Statement – School B:

School B would need to answer the questions in the following ways:

1) *How much has your school spent on School-Led Tutoring (SLT) in the academic year 2021 to 22?*

Answer for mainstream funded tuition: £18,240 (1,140 hours x £16)

Answer for specialist funded tuition: £0

No funding was provided at the specialist rate so they would add '£0' to the specialist provision box.

2) *How many hours of tutoring did your school fund using the School-Led Tutoring grant in the academic year 2021 to 22?*

Answer for mainstream funded tuition: 1,140

Answer for specialist funded tuition: 0

No funding was provided at the specialist rate so they would add '0' to the specialist provision box.

3) How many pupils in your school have received tuition through the School-Led Tutoring grant in the academic year 2021 to 22?

Answer: 76

Example C:

School C has 100 pupils eligible for pupil premium. It receives funding towards 76, 15 hour packages of tuition which is expected to cost £20,520. DfE provides £15,390 in advance payments across the academic year and the school contributes £5,130. This is expected to fund 1,140 hours of tuition.

In its Year-End Statement, School C indicates that it has delivered 800 hours of tuition at an average of £20 per hour. This is below the expected hours and at a higher-than-average rate of £18 per hour.

School C spent £16,000 of which the DfE will fund £10,800 (800 hours x 13.50 DfE subsidy). As School C received an allocation of £15,390 but did not spend its full allocation according to the conditions of grant, the Department will recover £4,590.

Completing the Year-End Statement – School C:

School C would need to answer the questions in the following ways:

1) How much has your school spent on School-Led Tutoring (SLT) in the academic year 2021 to 22?

Answer for mainstream funded tuition: £16,000 (800 hours x £20)

Answer for specialist funded tuition: £0

No funding was provided at the specialist rate so they would add '£0' to the specialist provision box.

2) How many hours of tutoring did your school fund using the School-Led Tutoring grant in the academic year 2021 to 22?

Answer for mainstream funded tuition: 800

Answer for specialist funded tuition: 0

No funding was provided at the specialist rate so they would add '0' to the specialist provision box.

3) How many pupils in your school have received tuition through the School-Led Tutoring grant in the academic year 2021 to 22?

Answer: 76

Example D:

School D has 50 pupils eligible for pupil premium. It receives funding towards 38, 15-hour packages of tuition which is expected to cost £10,260. DfE provides £7,695 in advance payments across the academic year and the school contributes £2,565. This is expected to fund 570 hours of tuition.

In its Year-End Statement, School D indicates that it has delivered 684 hours of tuition at a lower rate of £15 per pupil per hour. In this case, the DfE would have funded £11.25 per pupil per hour, representing 75% of the average hourly cost. The school would have contributed £3.75 per hour which would work out as 25% of the hourly unit cost.

As School D paid a lower unit cost, they were able to deliver more tuition with the funding available. This means that they School D has spent its full allocation from DfE and the DfE will not recover any funding.

Completing the Year-End Statement – School D:

School D would need to answer the questions in the following ways:

1) How much has your school spent on School-Led Tutoring (SLT) in the academic year 2021 to 22?

Answer for mainstream funded tuition: £10,260 (684 hours x £15)

Answer for specialist funded tuition: £0

No funding was provided at the specialist rate so they would add '£0' to the specialist provision box.

2) *How many hours of tutoring did your school fund using the School-Led Tutoring grant in the academic year 2021 to 22?*

Answer for mainstream funded tuition: 684

Answer for specialist funded tuition: 0

No funding was provided at the specialist rate so they would add '0' to the specialist provision box.

3) *How many pupils in your school have received tuition through the School-Led Tutoring grant in the academic year 2021 to 22?*

Answer: 76

Example E:

School E is a mainstream academy who also receive an allocation for students eligible for the higher rate of funding. It has received SLT grant funding at the mainstream rate for 76 pupils eligible for pupil premium in the mainstream academy. It has also received grant funding at the specialist rate for 10 pupils eligible for pupil premium in the resource base.

This equates to £15,390 in funding to support 1,140 hours of tuition in the mainstream academy and £5,287.50 in funding to support 150 hours of tuition in the resource base.

By the end of the academic year, School E indicates that it has delivered 1,000 hours of mainstream SLT at an average cost of £18 per hour and 120 hours of specialist SLT at an average cost of £47 per hour. In both funding pots, School E has delivered below the required amount of tuition, but at the average price.

School E did not spend its full allocation from DfE as it delivered fewer hours than expected even though they were delivered at the average unit price. In this instance, the Department will fund a maximum of £13.50 per hour, as set out within the terms and conditions of grant. That is, 140 hours multiplied by £13.50 (mainstream) and 30 hours multiplied by £3525 (specialist). This means the Department would recover £2,947.50.

Completing the Year-End Statement – School E:

School E would need to answer the questions in the following ways:

1) *How much has your school spent on School-Led Tutoring (SLT) in the academic year 2021 to 22?*

Answer for mainstream funded tuition: £18,000 (1,000 hours x £18)

Answer for specialist funded tuition: £5,640 (120 hours x £47)

2) *How many hours of tutoring did your school fund using the School-Led Tutoring grant in the academic year 2021 to 22?*

Answer for mainstream funded tuition: 1,000

Answer for specialist funded tuition: 120

3) *How many pupils in your school have received tuition through the School-Led Tutoring grant in the academic year 2021 to 22?*

Answer: 75 (67 (mainstream)+ 8 (specialist))



Department
for Education

© Crown copyright 2022

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk